



BackUp Your PC – Windows 7

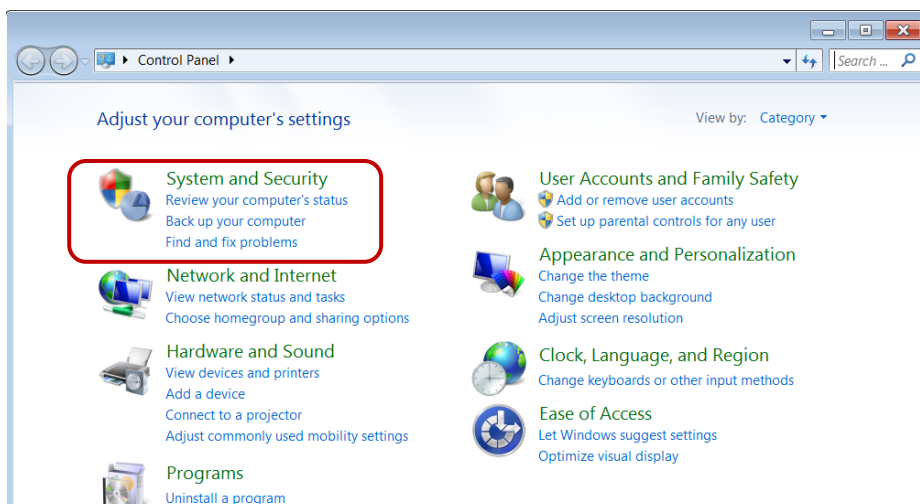
Why do you want to back up your computer?

- ✎ Backing up data will keep you from having to re-enter it if something goes wrong
 - ✎ Computer crashes
 - ✎ Viruses, malware and spyware can ruin or lose your data
 - ✎ Program malfunctions
- ✎ Multiple users on one computer makes for more opportunity to remove a data accidentally
- ✎ If you get a new computer, you can transfer data easily to it

- ✎ You can choose the files and drives you want to backup or you can let Windows work according the schedule that you choose. It will automatically backup according to your settings.
- ✎ You can choose the removable storage device that you prefer to work with.

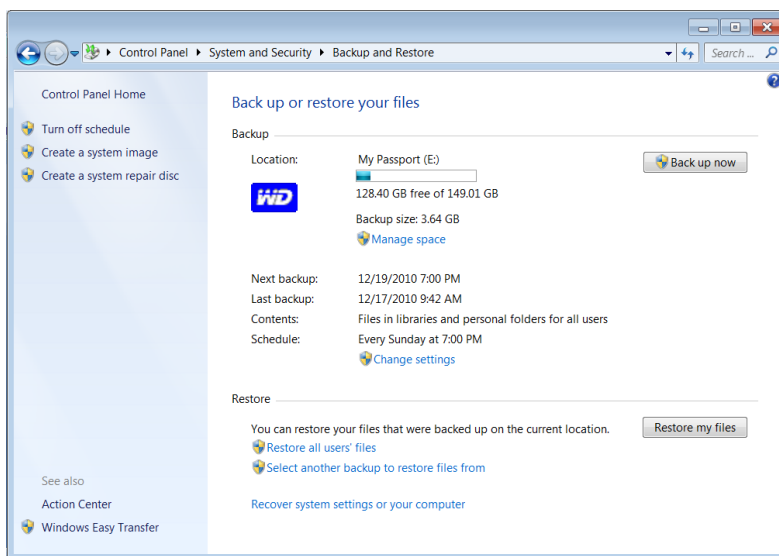
Steps to Backing up Your Computer

1. Plug in your removable storage or place disk in the drive
 - a. You can use the link, if available to backup here
Or
 - b. Close the device window
And follow the next steps
2. Click on the Start Button
3. Click on Control Panel
4. In the System and Security group click on Backup your computer

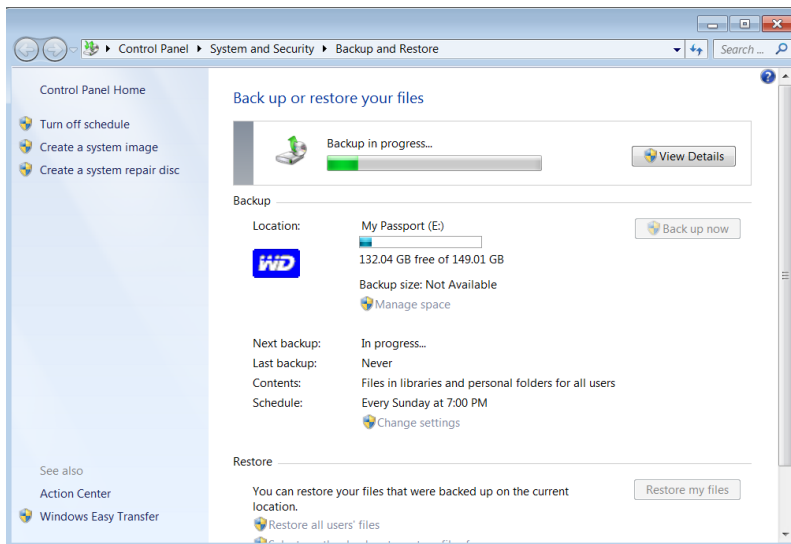




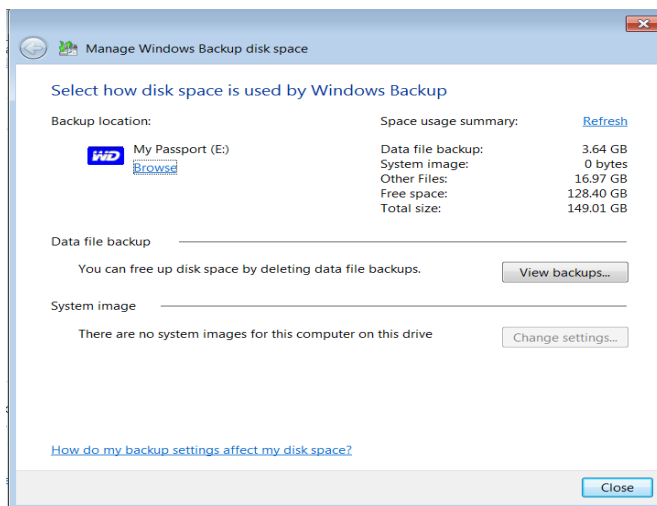
5. Backup and Restore window opens
 - a. You should see your backup device in the Location
 - i. You will see how much space you have on your device
 - ii. You will see the size of data that will be transferred
 - b. Next backup: Shows date according to backup schedule
 - c. Last backup: Shows when the last backup was performed
 - d. Contents: Lists what was backed up
 - e. Schedule: Shows the scheduled time for backup
 - f. Change Settings link: Allows you to create the backup schedule



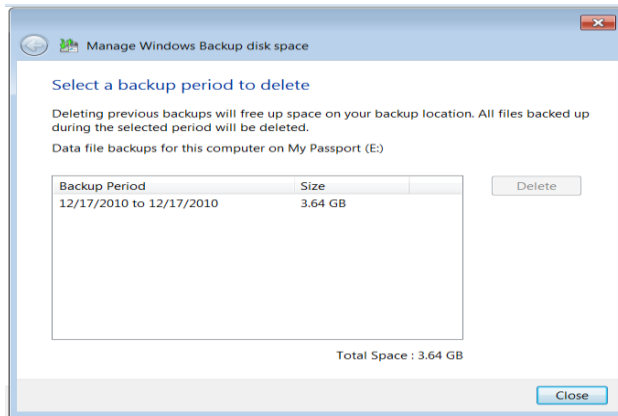
6. Click on the Back up now button
 - a. You will see the In progress gauge advance as it completes the data transfer
 - b. When finished click on the Manage space link



7. In the Manage space link you will see the Space usage summary
 - a. Data file backup: Size of all data backed up
 - b. System image: Is an exact copy of the drive you transfer
 - a. may or may not be activated on your computer
 - c. Other Files: Data already on your device
 - d. Free Space: Amount of unused space on your device
 - e. Total Size Total amount of space on your device-used and unused
8. To view Data file backup, click on the View backups button



9. You can choose to delete a backup if you are sure you won't ever need it again. If not, click on Close.

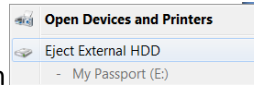


10. When you are finished, safely remove your storage device.

11. Right click the icon on the tools tray at the right of the task bar.



12. Click on the storage device option



13. Safe to Remove Hardware balloon will open.

14. Remove your hardware.

